

# Training Newsletter

## The International Trainers' Pool

Train the Trainers Week 2011

*The opportunity to become an ITP Trainer*

From ELSA Member to ITP Trainer

*The story of ms. Sofia Amaral*

Training and the ELSA Network

*Experiences from the Network*

ELSA Training Newsletter



**elsa**

The European Law Students' Association

## Editor's letter



Arvind Rattan  
Director for Training  
ELSA International

Dear Network,

*It is my sincere pleasure to present you the first Training Newsletter. The aim of this Newsletter is to increase the awareness of the International Trainers' Pool of the European Law Students' Association. The International Trainers' Pool (ITP) is considered to be a valuable asset to our association. The members of this pool are former ELSA members, very motivated and still dedicated to this Network, voluntarily providing trainings in the whole ELSA Network for ELSA members.*

*With this Newsletter, we are hoping that the ITP and training becomes less abstract. In this first edition you will find reports from the trainings given during the Training Day of ELSA Estonia. From the perspective*

*of the group, and from the perspective from the trainer. You will also find an article from the Portuguese ITP trainer ms. Sofia Amaral. In this article, Sofia briefly explains why she is still connected to ELSA by being an ITP trainer. There is also a tutorial included in this Newsletter. This tutorial explains how a group should apply for a training from the ITP.*

*I hope that the content of this Newsletter will raise curiosity about knowing more and that the articles will lead to more awareness of the ITP and to more requests for trainings from the ITP.*

*If you have any feedback or input about the content of this Newsletter, or if you want to make a contribution for the next edition, do not hesitate to contact me. Feel free to ask me questions directly ([training@elsa.org](mailto:training@elsa.org)) or on the IM Mailinglist after reading through this Newsletter.*

*Arvind Rattan*



*Refreshment Weekend 2010, LVIII International Council Meeting Alanya*

## Training in ELSA

# *An introduction of the ITP*

*Training in ELSA by the Main Training Body of this association - a brief introduction to the ELSA Institution called the International Trainers' Pool*

---

### **The International Trainers' Pool**

ELSA's International Trainers' Pool (ITP) has been established in 2000. The aim of the ITP was always to improve the quality of the human resources amongst the ELSA Members in the Network. The trainers of the ITP are highly motivated and dedicated former ELSA Members, voluntarily providing trainings in the Network. These trainers are full-time professionals, sometimes with families, but still part of the ELSA Family.

---

### **The International Trainers' Pool in 2010/2011**

Today, there are trainers active in the ITP from 13 different countries. ELSA International assures the quality of the trainers in the ITP by several ways. At first, feedback and evaluation are important to overcome (structural) problems and to meet the demands and conditions of the ELSA Network. There are also events organised by ELSA International called the Train the Trainers Week and the Refreshment Weekend. The last Refreshment Weekend took place in Alanya, Turkey, just before the opening of the 58th ICM. The goal of the Refreshment Weekend is to "refresh" the skills of the trainers and to discuss about the ITP, training and the ELSA Network.

---

### **Train the Trainers Week 2011**

The Train the Trainers Week is an event to attract new members to the International Trainers' Pool. This is not an annual event, but an event that takes place once every two years. The upcoming Train the Trainers Week is scheduled in the summer of 2011. In this Newsletter you can find the invitation for this prestigious event. Do you think your ELSA Career is over? Think again, and apply for the Train the Trainers Week 2011.

---

### **Training Resolves All Internal Needs**

Training in ELSA has always played a crucial and important role. There are several reasons to list why training is important, but we believe that Training Resolves All Internal Needs. The Network believes in this motto. This can be illustrated by mentioning several events and organs. Several ELSA groups have their training week (or weekend). Some of those events welcomes ELSA members from other groups to participate that training event. The most famous example is the ELSA House Training Week, an annual event that takes place in July, together with the transition of the new International Board. And next to those events, there is the existence of several National Trainers' Pools. The ITP has become more and more popular in the last years, as the number of trainings by the ITP has been increasing in the last years.

---

### **In this Training Newsletter**

The Network believes in training and the ITP. Nevertheless, the ITP could be more effective than it already is. There is still a lack of knowledge in the Network about the ITP. ELSA International will work on this to overcome this structural problem. The benefits of a training will be stressed out this year too, as mentioned before, training has a huge effect on human resources. This Newsletter is aiming to include some Frequently Asked Questions (FAQ's) and a tutorial. The tutorial is about how to apply for a training from the ITP, and what conditions should your ELSA Group meet for a training.

If you have any questions about training or the ITP, do not hesitate to contact ELSA International; [training@elsa.org](mailto:training@elsa.org).

# From ELSA Member to ITP Trainer

*The story of an ITP Trainer. The ELSA Life of the Portuguese ITP Trainer, ms. Sofia Amaral*

## **The XXXII ICM, Porto 1997**

---

I come from Portugal, where a national group of ELSA was founded in 1986, at the University of Lisbon. I got to know ELSA during my Law studies at that University, where I joined a group of people determined to re-start the Local Group ELSA F.D. Lisbon in 1996. I started my ELSA career as Secretary General of ELSA F.D. Lisbon, and the first international event I attended was the 1997 ICM in Porto, where elections for the International Board 1998 were taking place. At that ICM, the Secretary General of ELSA Portugal was elected for the post of Secretary General of the IB, and little did I know then that I would become his successor both in ELSA Portugal and in ELSA International a year later.

During those ELSA years in Portugal, I was involved in the organization of a Seminar, a national Moot Court (during the EXPO'98 in Lisbon), I was part of the Organising Committee of the 1998 Summer IPM which took place in the South of Portugal, in Portimão, and I did some fundraising. When I went to the 1998 ICM in Rome, as Secretary General of ELSA Portugal, I truly believed that it would be my goodbye to ELSA, since my studies were finished and I was supposed to start working in a law firm in Lisbon the day after the end of the ICM. That's not how things turned out, and I ended up elected Secretary General of the International Board for the term of January 1<sup>st</sup> to December 31<sup>st</sup> 1999.

## **Secretary General ELSA International 1999 - 2000**

---

Until 2002, there was no IB allowance, and running for the IB was not only a decision that had quite important financial implications, but it also meant losing two years in your studies. At the 1999 Spring ICM in Opatija (Croatia), the Council decided to change the IB's term of office from the calendar year to the academic year, and that meant that the next board to be elected would have only a 7-months term in office.

At the 1999 Autumn ICM in Malta, since I wanted to complete what I had set out as strategic objective for my area, I decided to run for a second term.

So I was re-elected Secretary General of ELSA International, from January 1<sup>st</sup> to July 31<sup>st</sup> 2000. During this period, the establishment of the ELSA International Trainers Pool was a priority for me due to the tremendous needs of training in ELSA, and we managed to reach an agreement with ELSA's Premium Corporate Partner at the time, to have professional trainers train future ITP trainers at the newly opened Clifford Chance Training Academy in Amsterdam. Finally the ITP was coming to life!!! (It had been an idea since 1994...)

## **Post ELSA Life?**

---

After my second term as Secretary General of the IB, I thought I needed a long break from ELSA life. Well, it didn't happen quite this way...

I had left most of my luggage at the ELSA house in Brussels, and in September, I was back to pick it up and to attend the 1<sup>st</sup> ELSA International Train-The-Trainer Weekend (TTTW), in Amsterdam, at the Clifford Chance Training Academy. At the TTTW, I was taught how to train by professionals, and learnt about the techniques and the skills a trainer needs to acquire and develop. Furthermore, it was a great opportunity to meet again some ELSA friends. And that's how I became an ITP trainer.



*Sofia providing a training Board Management, Summer IPM Lisbon 2010*

### **Life in Portugal after ELSA**

I returned to Portugal, got admitted to the Portuguese Bar Association, and began working in a Law firm in Lisbon. In 2004, I was awarded a scholarship to study European Law, Economy and Politics at the Sorbonne University, and moved to Paris.

Since 2005, I was working mainly in the field of social affairs and Labour Law on the national, the European and the international level. Working as legal advisor to a Member of the European Parliament, and later on as advisor to a Member of the Portuguese Government, allowed me to follow closely decision-making processes at the European and national level, to participate in the drafting of legislation, in the negotiation and transposition of EU Directives, and in the Portuguese Labour Relations reform.

### **Still fighting for a “Just world...”**

Currently, I am working in Lisbon for a specialized agency of the United Nations, in fields such as child labour, CSR or forced labour. Part of my work implies the implementation of technical cooperation initiatives, namely addressed to Portuguese Speaking Countries in Africa or Timor Leste, which sometimes involves missions in the field. The overall purpose is to assist Governments, employers and trade unions in making Decent Work a reality for all.

Throughout my professional life, the knowledge and experiences I acquired in ELSA have always proved useful, especially since I had to live, study and work in different countries, in an international, multilingual and multicultural environment. ELSA has given me so much knowledge,



*Sofia, together with fellow ITP Trainer Mircea chairing the LV ICM Budva 2009*

experience and good times, that I feel proud to be able to contribute towards its development.

### **Living the life of an ITP Trainer**

ITP trainers have the responsibility of making ELSA grow stronger by giving the members the tools that can make their work easier and more efficient. When I meet currently active ELSA members, I am convinced the ITP has been successful in passing the knowledge from generation to generation, and in qualifying ELSA members. In addition to the skills active ELSA members get each time they organise a conference, or prepare a fundraising proposal, the ITP gives members structured tools and knowledge – for example in project management, conflict management or how to work in a team –, that will be useful not only in their ELSA career but also for their future professional life.

### **Dedication and combination is possible**

As you start having a busy professional life, and a family of your own, it isn't always easy to spend time, holidays or weekends giving training to ELSA members. But if you feel that you possess the knowledge and the motivation, do not hesitate to apply for the ITP! It's the best contribution you can make to the future generations of ELSA.

## **Sofia Amaral**

*Trainer of the International Trainers' Pool*



*Did ELSA give you the skills to become the professional you are today?*

*Do you feel qualified to pass on your experiences and knowledge to younger ELSA Generations?*

*Are you facing the end of your ELSA Career?*

*But do you still want to support ELSA as best as possible?*

**Then we want YOU.**

**Apply for the Train the Trainers Week 2011**

*Saturday 2<sup>nd</sup> - Saturday 9<sup>th</sup> July 2011, Frankfurt*

**This is your chance to become an ITP Trainer!**

*Deadline for applications: **Sunday 8<sup>th</sup> May 2011***

*For more information, please contact [training@elsa.org](mailto:training@elsa.org)*

# Your chance to become an ITP Trainer

*We want you for the ITP*

*Are you already looking back upon a successful ELSA career? Have you experienced ELSA not only on local, national but also on the international level? Would you like to contribute to the Network longer and are you willing to take on the challenge? Do you want to become an ELSA Trainer?*

## **The International Trainers' Pool**

---

The International Trainers' Pool (ITP) consists former ELSA Members coming from all around Europe who have been active in ELSA before, just like you.

We, the ITP Trainers, have successfully attended a Train the Trainers Week (TTTW) before and are facilitating trainings like project managements, team buildings and soft skill trainings across Europe on international and national events like statutory meetings (ICM's, NCM's and IPM's), area meetings (Key Area Meetings and Supporting Area Meetings) and training events (ELSA House Training Week) or for a specific group that sends a request to the ITP for a training. Once a year a Refreshment Weekend is organised by ELSA International to improve our skills as ELSA Trainers and the Trainings we deliver for the ELSA Network.

## **What will happen during the TTTW 2011?**

During seven days you will get a profound trainer education facilitated by experienced trainers. You will be taught the necessary skills to give high quality trainings to the Network. In addition to that you will learn teaching techniques, how to structure and deliver trainings, get the chance to deepen your knowledge of various soft skills and last but not least you will be able to put everything that you have learned into practice immediately! You will also meet other highly motivated future trainers as well as experienced ITP trainers. And most of all: you will have a fantastic time!

## **Extended deadline**

---

ELSA International has decided to extend the deadline for applications for the Train the Trainers Week after many requests from the Network. ELSA International completely understands that this seven days event will have a huge impact on your professional life and holidays, therefore, you have two weeks to check if you would be available to attend this event.

**The new deadline is set on Saturday 8<sup>th</sup> May 2011, 23:59 (CET)**

### **When?**

Saturday 2<sup>nd</sup> July – Saturday 9<sup>th</sup> July 2011

### **Where?**

A youth hostel close to Frankfurt am Main, Germany

### **Costs?**

175 Euros

Interested? Then apply now and send your application until Sunday 8<sup>th</sup> May 2011 (23:59 CET) to [training@elsa.org](mailto:training@elsa.org).

If you have any questions or comments, do not hesitate to contact us at [training@elsa.org](mailto:training@elsa.org).

Yours,

**The TTTW 2011 Trainer Team**  
(Jochen, Nina, Rudolf and Koen)

and

**ELSA International 2010/2011**

# Training Day ELSA Estonia

*On Saturday 20<sup>th</sup> November 2011, ELSA Estonia had their Training Day for her Board Members and Directors. Both ELSA Estonia and the ITP Trainer ms. Tuulia Hietaniemi were more than willing to share their experiences of this fruitful and ELSA Spirit affected day*

## **Training to develop ELSA Estonia**

---

ELSA Estonia's training day was targeted to National Board of ELSA Estonia, our directors and active members. Training was being held on the 20<sup>th</sup> November in Tallinn, which is the capital of Estonia. It took place in the rooms of the Ministry of Economic Affairs and Communications.

The idea of having an ITP trainer in Estonia came already in July, the general purpose was to give ELSA Estonia officers more know-how and to boost them to develop ELSA Estonia. Members of the new board of ELSA Estonia were freshers and they had very little knowledge about supportive skills to manage ELSA national group the best possible way. ELSA Estonia has been in a phase of rapid development and that's why the aim of our Training Day was to get more know-how on presentation skills and negotiation skills, and to motivate ELSA Estonia's new board, directors and other active members.

## **EDF and trainings from the ITP**

---

We chose topics together with board members and directors and found these training topics to be very useful for ELSA Estonia's officers to find more sponsors and human resources. We are convinced that these skills are useful to provide sustainable development of ELSA Estonia. Since ELSA Estonia is quite weak when it comes to financial situation we also applied for a grant from the ELSA Development Foundation (EDF) to organise this training day. Without this grant we probably wouldn't have had this training but luckily there was nothing hard to apply for that.

We had extremely lovely trainer Tuulia Hietaniemi from ELSA International Trainers' Pool who arrived to Estonia on the 19<sup>th</sup> of November.

We accommodated her at the guest room of ELSA Estonia's President – Ave-Geidi. It was the best way to keep our expenses as low as possible and also to get to know our trainer better and make her feel like home. On the 19<sup>th</sup> of November we made last preparations for the Training Day. And since we have famous old town in Tallinn, we also introduced our city to Tuulia.

On the 20<sup>th</sup> of November training day started already at 10 a.m. sharp. First half of the day was dedicated to negotiation skills. Training consisted of two parts – theory and practise. On theory part Tuulia gave us useful and important tips to follow during negotiations. On practise part we had legal situation where we - as advocates of two sides had to negotiate during their meeting. There was also an observer at the group who had to mark down all the right moves and mistakes parties did during their meeting. We also got a lot of useful tips how to communicate on situations where you basically need to get what you want.



After delicious lunch our training day continued with training on presentation skills. This training also consisted of theory and practise part. At the second part we had to prepare a presentation in groups. It was very useful because after the presentation each one of us got individual comments and evaluation that were very helping to improve ourselves in the future. It was pure fun and this “game” brought us all closer to each other.



## Looking back at the Training Day

And as we all know, no ELSA event ends without a social programme, so at the end of the day we also had more like party-mood to share our impressions and relax.



We believe the Training Day met all our expectations. We wanted to learn more useful tips to improve our association in Estonia. Next time we go for fundraising or have job-hunting negotiations or when we do presentation of ELSA at the Universities for example, we will be more experienced and self-confident. Now we also know the aspects we should put more attention to.

Second aim of this day was to bring the National Board members, directors and other active members closer to each other and motivate them. We are sure this aim was also successfully met because we had a lot of fun, active discussions and mixed working groups during the day. Useful skills and happy memories together are definitely groundsels for building well-working and motivated team.

I dare to recommend this kind of event to all ELSA groups. It was fun, useful and there was nothing hard to organise something like this.

### Ave-Geidi Jallai

*President ELSA Estonia 2010/2011*



## The perspective of Tuulia

I was really happy to see the call of ELSA Estonia for their Training Day and decided to apply at once as I had wanted to visit Tallinn for many years. I was happy to be able to contribute for their needs in presentation and negotiation skills which are my favorite areas for giving trainings.

It was really easy to travel to Tallinn to give trainings as the organisation of the Training Day was just perfect and the contact to the president of ELSA Estonia was really good.

My flights were booked for me and I was accommodated nicely in the guest room of the president of ELSA Estonia. For me, this was a much more comfortable solution than living in a hotel as we could discuss all the necessary issues and get to know each other well before the start of the Training Day. ELSA Estonia provided me with any help and equipment which I needed for the two trainings. I had the feeling that they had everything under really good control during the whole Training Day. The participants were really active during the whole day, which made my work a lot easier and they participated active in all tasks which I gave them. Thus, I got a really good picture of ELSA Estonia and their board-members.



On the evening before the Training Day the President and the Secretary General of ELSA Estonia took me for a walk in their amazing old town. I got to taste the hot traditional Estonian Christmas Drink and afterwards we had a very delicious dinner. Also during the Training Day every kind of snacks and drinks were provided. I think I haven't eaten that delicious food for a really long time! After the Training Day we had a few hours time to relax before the evening program started. I can assure that the Estonian night-life is worth seeing and I am really satisfied that I got appointed for this training as I got great friends, experiences and got the chance to visit the amazingly beautiful old town of Tallinn.

### Tuulia Hietaniemi

*ITP Trainer since 2009*



# *A list of Frequently Asked Questions*

**Q: How long does a training from the ITP last?**

*A: That depends on many factors, like the training topic, and the expectations/goals of the training. A training can last for three hours, to a certain amount of days. The current standard is that a training lasts for 3 – 5 hours; a whole morning or a whole afternoon.*

**Q: My group is facing problems that cannot be countered when looking at the list of training topics?**

*A: Choosing a training topic is much more than a match-making process. Trainings from the ITP targets the current shortcomings/weakness of the group. By providing the trainer as much information beforehand, the trainer is able to anticipate the problems and the expectations in order to tackle the current problems. Trainings can be regarded as demand and supply, and trainers can incorporate the content of several training topics in one session.*

**Q: I'd like to have a trainer from the ITP over to train my ELSA Group, however, I am lacking the financial resources to cover the expenses of the trainer?**

*A: The ELSA Development Foundation is founded to help overcome structural weaknesses within the Network. Trainings from the ITP is one of the most important tools to overcome these weaknesses. Every ELSA Group is entitled to apply for a grant from the ELSA Development Foundation. For more information about the ELSA Development Foundation, please contact [treasurer@elsa.org](mailto:treasurer@elsa.org).*

**Q: To what extend does a training from the ITP differ, compared to a training from an external professional?**

*A: Trainings given by the ITP take place within an ELSA related context. This implies that the gained skills from an ITP Training can be brought into practise much more easily, compared to a training from an external. Trainers from the ITP are former ELSA Members, still being aware of the conditions, settings and policies of ELSA Groups. Trainings from the ITP are therefore more concrete and less abstract.*

**Q: My National Group has a National Trainers' Pool. Is my group entitled to receive a training from the ITP?**

*A: The main Training Body in ELSA is the International Trainers' Pool. Every ELSA Group in the Network is entitled to apply for a training from the ITP, this means Local Groups and National Groups.*

**Q: Are trainings from the ITP only possible during internal statutory events like National Council Meetings?**

*A: Certainly not. Trainings can be incorporated at any kind of event. Whether it be a National Council Meeting, or a specific Organisation Committee Meeting. Moreover, for this year, training can be used for realising several Anniversary events.*

**Q: Why should I apply for a training from the ITP?**

*A: There are numerous reasons to have trainings from the ITP, but the most important reason is that training enhances your skills as ELSA Member, and will benefit you for the rest of your life. Reasons that should not be overlooked, is that trainings from the ITP give you motivation, dedication, the internationality of this Network, and you are able to experience the cultural diversity of ELSA.*

**Q: How do I become an ITP Trainer?**

*A: Apply for the Train the Trainers Week 2011, get selected, and prove yourself towards the Trainer Team and ELSA International that you can be qualified as a trainer with excellent training skills with great motivation and attitude.*

**Q: I would like to apply for a training from the ITP, but how high are the chances that a trainer is available and qualified for my request?**

*A: ITP Trainers are former ELSA Members, and nowadays full-time professionals, sometimes with a family. Nevertheless, the ITP has the reputation of being a high quality effective trainers' pool, and this means that for almost all requests, a sufficient number of trainers are available and qualified to fulfil your request.*

# How to apply for a training from the ITP

*The following tutorial has the aim to give the ELSA Network some guidelines, when groups are considering to request a training from the ITP for their group. Please note that ELSA International and the trainers from the ITP are flexible to a certain extent. ELSA International will support and advise ELSA Groups as best as possible to get a training from the ITP for their ELSA Group.*

## 1. Why do you want a training from the ITP?

Consider if your ELSA Group is facing structural problems, that you want to get rid of by the skills you gain from an ITP Training, or if you want to enhance the quality of your ELSA Members. Trainers from the ITP will always bring the international dimension to your group, so your ELSA Group is able to experience the cultural diversity.

## 2. What is the best topic for my ELSA Group

Training topics are roughly divided in two categories; soft skills and supportive skills. Trainings on specific ELSA topics, like Transition, are mostly a combination of two or more training topics. Soft skills topics are “classic” training topics, taking place in an ELSA context and broader, whereas supportive skills topics deal with the core business of your ELSA Group, primarily giving you skills to tackle a certain concrete situation. However, the label you put on your request heavily depends on your demands. And training will benefit you for the rest of your life; not only limited by your ELSA Career.

## 3. Consider how much time and money you are willing to spend on training

Allocate sufficient time for training; dedicate at least one full morning or afternoon for one training session, as training brings the gained skills immediately into practise. More importantly, your ELSA Group should cover the expenses of trainer(s): travel expenses and accommodation. If your ELSA Group is not able to fulfil this important condition, contact ELSA International. Applying for the ELSA Development Foundation is also an option, please contact: [treasurer@elsa.org](mailto:treasurer@elsa.org).

## 4. Contact ELSA International as soon as possible when your ELSA Group has decided to request for a training from the ITP, [training@elsa.org](mailto:training@elsa.org)

Since most of the trainers are full-time professionals, the recommended time to contact ELSA International is six weeks prior to the requested training.

## 5. ELSA International will ask you preliminary questions, and checks if your ELSA Group is able to meet the proper conditions for a training from the ITP

## 6. ELSA International contacts the ITP, and selects the most qualified (skills and practical circumstances) trainer for the group

Please note that ELSA Groups can request a specific trainer. However, ELSA International will search for a trainer that is better qualified to fulfil the request of the ELSA Group, as ELSA International has a complete overview of each trainer's qualities.

## 7. The requesting ELSA Group and the appointed trainer discuss the expectations for the training, the content, possible follow ups, and practical matters

A well prepared trainer, with awareness of the current situation of the ELSA Group, will meet the expectations of the requesting group. Fulfilled expectations, with a follow up by the ELSA Groups, equals great satisfaction and effective spent resources.

## 8. Training

## 9. Evaluation

To assure the quality of trainings from the ITP, trainers are obliged to evaluate their trainings to improve themselves constantly. Moreover, ELSA International checks with the ELSA Group on how they experienced the training.

Please address any of your questions to [training@elsa.org](mailto:training@elsa.org).

---

**ELSA International**

239, Boulevard Général Jacques

B-1050 Brussels, Belgium

Phone: +32-2-646-2626 Fax: +32-2-646-2923

E-mail: [elsa@elsa.org](mailto:elsa@elsa.org) Website: [www.elsa.org](http://www.elsa.org)



The European Law Students' Association

ELSA Training Newsletter